

DEPARTMENT OF THE ARMY  
MEDICAL DEPARTMENT ACTIVITY  
Fort Huachuca, Arizona 85613-7040

MEDDAC Memorandum  
No. 710-2

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Inventory Management  
MANAGEMENT AND ACCOUNTABILITY OF SUPPLIES AND EQUIPMENT

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1. HISTORY: This issue publishes a revision of this publication.

2. PURPOSE: This memorandum prescribes:

2.1 Procedures for designating the Property Book Officer (PBO) and Hand Receipt Holders (HRH).

2.2 Inventory procedures.

2.3 Responsibilities of assigned personnel for maintaining property accountability.

2.4 Procedures for reporting inventory discrepancies.

2.5 Procedures for managing requisitioning, storage, turn-in of materiel.

3. SCOPE: The policies and procedures set forth in this memorandum, apply to all Fort Huachuca MEDDAC/DENTAC/VET Activities.

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\* This Memorandum supersedes MEDDAC Memo 710-2, dated 5 March 01

**4. REFERENCES:**

**4.1** AR 40-61, Medical Logistics Policies and Procedures

**4.2** AR 710-2, Inventory Management Supply Policy Below the National Level

**4.3** AR 735-5, Policies and Procedures for Property Accountability

**4.4** DA Pam 710-2-1, Using Unit Supply System (Manual Procedures)

**4.5** MEDCOM Pam 700-1, Command Logistics Review Program Procedures Guide

**4.5** SB 708-21, Federal Supply Classification, Part I, Groups and Classes (Handbook H2-1)

**5. RESPONSIBILITIES:**

**5.1** Commander, MEDDAC will:

**5.1.1** Designate the Property Book Officer and Hand Receipt Holders in writing.

**5.1.2** Review inventory results and take appropriate actions on the advice of Chief, Logistics Division, to account for missing and newly discovered equipment.

**5.1.3** Consider for approval/disapproval requests for time extensions for conducting hand receipt and property book inventories.

**5.1.4** Ensure that performance evaluations are conducted with consideration for demonstrated ability to account for government property.

**5.1.5** Designate (in writing) a TMDE support coordinator and an alternate TMDE support coordinator(s).

**5.1.6** Forward a copy of the appointing instruction (including name, telephone number and correspondence address) to the supporting area TMDE Calibration and Repair Center.

**5.1.7** Provide instruction for TMDE support coordinators and outline responsibilities.

**5.1.8** Establish written policies and procedures that inform TMDE users of the requirements for calibration of TMDE, methods for obtaining calibration and repair support, and local procedures for processing requests for TMDE acquisition.

**5.1.9** Ensure activities obtain USATA approval before procuring any TMDE, regardless of cost.

**5.2** Chief, Logistics Division will:

**5.2.1** Monitor the routine implementation of this memorandum.

**5.2.2** Advise the Commander on matters of property responsibility and accountability.

**5.2.3** Ensure that materiel requisitioning, storage and excess turn-in procedures are followed IAW applicable regulations.

**5.3** Property Book Officer shall:

**5.3.1** Provide instruction to all Hand Receipt Holders concerning their responsibilities pertaining to property accountability.

**5.3.2** Maintain a file of authorized hand receipts.

**5.3.3** Process reports of missing property and advise the Chief, Logistics Division as to the circumstances and possible courses of action to resolve questions of accountability and responsibility.

**5.3.4** Provide supply and equipment requisition, storage and excess turn-in support to all MEDDAC, DENTAC and VET activities.

**5.3.5** Have the responsibility for acquisition and calibration of non-medical equipment with Property Management.

**5.3.6** Serve as the activity's point of contact for all matters relating to TMDE acquisition, calibration, and repair support.

**5.3.7** Ensure activities obtain USATA approval before procuring any TMDE, regardless of cost.

**5.3.8** As the TMDE support coordinator, initially submit all newly received items of TMDE and other non-medical equipment requiring calibration to the local Army Calibration and Repair Center (ACRC) for services.

**5.3.9** Request, in writing, the reason that the ACRC is unable to support TMDE if the ACRC determines they cannot support the new item.

**5.3.10** Obtain needed services from other sources, i.e., one-time service contract when the ACRC provides the written declination of support.

**5.3.11** Compare the Local Use 2 Report with the calibration Master Listing from the ACRC to ensure the calibration Master Listing includes all items that should be in the calibration program.

**5.3.12** Report any discrepancies to the local calibration support for correction using local procedures.

**5.4** Chief, Personnel Division will require that all personnel (officer, enlisted and civilian) out process through Property Management Section to ensure that hand receipts are properly transferred, to approved individuals.

**5.5** Supervisors shall ensure that IAW AR 710-2, Inventory Management Supply Policy Below the National Level, paragraph 2-5g(3)(a), Commanders are responsible for appointing a Primary Hand Receipt Holder (PHRH) for his/her property book. A PHRH will be an activity chief filling a paragraph or subparagraph level on the tables of distribution and allowances (TDAs). Selection of the PHRH should be in writing from the activity chief with the appointment by the commander. The PHRH should be no lower in grade than a GS-5 or E-5. Additionally, Supervisors shall ensure that Hand Receipt Holders under their supervision execute their responsibilities IAW AR 710-2, and that Hand Receipt Holders:

**5.5.1** Are within their areas of supervision and that the property is within their area of supervision.

**5.5.2** Conduct and complete inventories within prescribed time frames.

**5.5.3** Maintain daily responsibility for equipment within their section.

**5.5.4** Report missing equipment promptly as indicated herein.

**5.5.5** Demonstrated ability to properly manage and account for government property is considered for inclusion in the Hand Receipt Holder's performance evaluation reports.

**5.5.6** Notify the Property Book Officer at least 30 days prior to change or departure of Hand Receipt Holder.

**5.5.7** Execute their responsibilities IAW AR 710-2.

**5.6** Hand Receipt Holders Shall:

**5.6.1** Assume total responsibility for property within their area of responsibility.

**5.6.2** Ensure that inventories are conducted as prescribed herein.

**5.6.3** Counsel subordinates as to their responsibilities for property.

**5.6.4** Notify Property Management Section 30 days prior to their departure from their area of responsibility.

**5.6.5** Receive clearance from Property Management Section prior to departure.

**5.6.6** Promptly report missing equipment through their supervisors to Property Management Section.

**5.6.7** Practice supply economy and discipline IAW applicable directives.

**5.6.8** Comply with the instructions contained in Appendix B, this memo.

**6. DESIGNATION OF HAND RECEIPT HOLDER:** IAW AR 710-2, Inventory Management Supply Policy Below the National Level, paragraph 2-5g(3)(a), Commanders are responsible for appointing a Primary Hand Receipt Holder for his/her property book. A PHRH will be an activity chief filling a paragraph or subparagraph level on the tables of distribution and allowances (TDAs). Selection of the PHRH should be in writing from the activity chief with the appointment by the commander. It is the policy of MEDCOM that Hand Receipt Holders be an individual in the supervisory chain of a functional area or activity in the grade of E-5/GS-5 or above, who can perform property responsibilities without detracting from the delivery of health care. In this regard, physicians, registered nurses, and heads of sections providing essential administrative and medical service support will not normally be appointed.

**7. PROPERTY BOOK OFFICER INVENTORIES:**

**7.1** Inventories will be performed upon change of the PBO IAW AR 710-2. These inventories will be conducted as follows:

**7.1.1** The outgoing PBO will ensure that all transactions as of a date specified by the Chief, Logistics Division, are properly processed and posted on the thru DMLSS. The date specified will mark the beginning of a 15-day period during which the inventory must be completed and responsibility and accountability for the property book accepted.

**7.1.2** The outgoing and incoming PBO's will examine each hand receipt to ensure that they are valid. Questions concerning the validity of hand receipts will be resolved prior to the start of the inventory period.

**7.1.3** Property listed on hand receipts signed by the outgoing PBO will be identified and inventoried as follows:

**7.1.3.1** Property Management Office: Equipment on this hand receipt is utilized on a routine basis and is not available for reissue to another activity.

**7.1.3.2** Excess Property: Hand receipts AAR and AAX. Equipment on these hand receipts is either awaiting turn-in to SSA (Supply Support Activity) or the receipt of disposition instructions from MEDCOM. The equipment will be located in the Property Management Section Cage. In some cases, equipment may be left in place pending turn-in to SSA.

**7.2** If the inventory cannot be completed within the prescribed 15-day period, the outgoing PBO may submit a request for a 15-day extension through Chief, Logistics Division to Commander, USAMEDDAC. The request will include a complete justification indicating the reasons an extension is necessary. Request indicating inadequate time due to normal in-processing efforts or duties will not be favorably considered. The Chief, Logistics Division will be required to concur or non-concur on the request by adding the appropriate comment justifying the position.

## **8. HAND RECEIPT INVENTORIES:**

**8.1** Inventories will be conducted upon change of Hand Receipt Holder and annually thereafter IAW AR 710-2. These inventories will consist of a 100% physical count of all items on the hand receipt. Under no circumstances will the inventories consist of spot-checking equipment or using a statistical method to avoid counting each item of equipment. All items must be visually located, identified and inspected. The Hand Receipt Manager will assist in conducting both the semi-annual inventory and the updates.

**8.2** Inventories conducted upon change of HRH's will be joint physical inventories. This inventory involves both individuals accompanying each other in their area of responsibility and locating each item of equipment on the hand receipt. Actual inventories will be conducted as follows:

**8.2.1** The outgoing HRH or his supervisor will notify Property Management Section at least 30 days prior to the incoming HRH assuming responsibility for the property that a change will be occurring. The name, rank and SSN of the incoming Hand Receipt Holder will be provided to Property Management Section.

**8.2.2** Property Management Section will provide updated copies of the hand receipt and a Bar Code Reader to do the inventory. This updated hand receipt will include all transactions completed as of notification that a new Hand Receipt Holder would be accepting responsibility for the property.

**8.2.3** The outgoing HRH will inspect the updated copy to ensure that all changes have been properly recorded. A copy of this verified hand receipt will be given to the incoming HRH. At that time he will be briefed, by the Property Management Section, as to responsibilities for property accountability and methods for conducting an inventory.

**8.2.4** Within 15 days of receipt of the updated hand receipt and a Bar Code Reader to do the inventory, the outgoing and incoming HRH will conduct a 100% physical count of all items listed on the hand receipt.

**8.2.5** Each room in the Hand Receipt Holder's activity will be inspected to identify all equipment. Items of equipment listed on the hand receipt will be thoroughly inspected to ensure that the National Stock Number (NSN) and the serial number, if any, are correct and that the item is operable.

**8.2.6** Pieces of equipment in the HRH's activity, which are not listed on the hand receipt, will be recorded by ECN, serial number or by identifying the following information: NSN (if known), nomenclature, general description, location, and quantity.

**8.2.7** Upon completion of the inventory, the Hand Receipt Holders will review the updated receipt to identify listed items, which have not been located. The outgoing HRH will immediately attempt to locate the missing items. This effort will consist of, as a minimum, the following actions:

**8.2.7.1** Interviewing activity personnel to determine if the missing items may have been sent to another activity for either temporary or permanent use.

**8.2.7.2** Researching work files to ensure that the items are not in Clinical Engineering Section or Property Management Section for maintenance.

**8.3** All discrepancies will be documented on DA Form 4697, blocks 11 and 12, initiator of Report of Survey, and submit to the Property Book Officer.

**8.4** Supervisors of HRH's will ensure that time is provided to complete inventories within the prescribed 15 days. Hand Receipt Holders will be freed of as many routine duties as possible. Supervisors will monitor the progress of the inventory to ensure compliance with the requirements of this directive.

**8.5 Sub-Hand Receipting Equipment.** Primary Hand Receipt Holders are encouraged to sub hand receipt property assigned to the using element or individual within their activity. This particularly holds true for pilferable and sensitive items (ie. cameras, pagers, cell phone). The primary Hand Receipt Holder should contact the Property Book hand receipt manager for assistance in using the DMLSS to provide a sub-hand receipt listing that can be used to document the sub-hand receipting of equipment at the user level.

**8.6 HAND-RECEIPT UPDATES.** Updates to hand-receipts shall be conducted on a semi-annual basis for the purpose of updating the hand-receipt records. IAW CLRT Checklist in MEDCOM Pam 700-1 Item 25, whenever performing semi-annual hand-receipt updates, old copies of hand-receipts, transaction registers and change documents shall be removed from the HR files when the hand receipt is updated. This is IAW AR 710-2, para 2-10 and appendix F.

## **9. LOST OR DAMAGED PROPERTY:**

**9.1** The Property Book Officer will be notified by HRH within one duty day whenever it is noted that property listed on an individual's hand receipt cannot be located or has been damaged. This initial notification may be oral; however, a written report will be filed within two duty days indicating the following:

**9.1.1** NSN

**9.1.2** ECN #

**9.1.3** Nomenclature

**9.1.4** Quantity

**9.1.5** Day/time the item(s) was/were noted to be missing or damaged

**9.1.6** Where item(s) was/were usually stored

**9.1.7** Actions taken by the HRH to locate the property before contacting the Property Book Officer (PBO).



**9.2** The report of missing property will be sent through the HRH's supervisor. In many instances, missing property will have to be reported to the Provost Marshal's Office.

**9.3** The PBO will take immediate steps to advise the Commander of the situation and recommend actions that should be taken to account for the property IAW AR 735-5.

**10. REQUESTS FOR SUPPLIES AND EQUIPMENT:**

**10.1** Non-expendable requests, non-medical:

**10.1.1** Requests for non-expendable, non-medical equipment and medical equipment will be submitted to the MEDCASE/CEEP manager.

**10.1.2** Requests will be submitted utilizing RWBAHC Form 485.

**10.1.3** Known sources of supply, i.e., manufacturer, address, telephone number, quantity, price, color, size, part/ catalog number, etc., will be furnished by the requestor when requesting non-standard items. (See Appendix B).

**11. EXCESS EQUIPMENT:** To ensure maximum utilization of government-owned materiel is achieved, policy and procedures for reporting excess materiel and the ultimate disposition are as follows:

**11.1** Serviceable, excess equipment will be reported to the Equipment Management Branch on a DA Form 3161. Items will be redistributed within this MEDDAC, or, if not required, will be reported as excess to MEDCOM or disposal through local SSA, as applicable.

**11.2** Clinical Engineering Section personnel will inspect excess medical items. Particular attention will be given to assigning condition code for all excess materiel. Upon completion of inspection and assignment of a condition code, item will be turned in to Property Management Section. Unserviceable (Code H) medical equipment will be turned-in directly to SSA by Property Management. Serviceable/ Excess medical equipment will be reported to MEDCOM for reporting as excess, IAW AR 40-61.

**12. REPAIR SERVICES, NON-MEDICAL:** Report equipment requiring maintenance or repair to Property Management Section through submittal of DA Form 3161.

**13. CONTROL OF SOFTWARE:** Software will be ordered on the expendable document register. Only the Information Management Officer (IMO) is authorized to request software, issue will be made only to individuals so authorized on the IMO's Notice of Delegation of Authority - Receipt for Supplies, DA Form 1687. Information Management Officer will sign the received request from Property Management Section on all software and account for it as a durable item IAW DA Pam 710-2-1.

The proponent of this memorandum is the Chief, Logistics Division. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to the Commander, U. S. Army Medical Department Activity, ATTN: MCXJ-LO, Fort Huachuca, Arizona 85613-7040.

FOR THE COMMANDER

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## APPENDIX A

### HAND RECEIPT HOLDERS

Hand Receipt Holders (to include persons signed for clothing and equipment) will:

- a. Inventory all equipment listed on the hand receipt according to AR 710-2.
- b. Have all authorized equipment on hand or on a valid request, hand receipted to a subordinate, or on some other type of authorized credit document.
- c. Prevent loss, damage, or destruction of all supplies and equipment received or under his or her control.
- d. Obtain a proper receipt or credit for any item turned in, regardless of the reason.
- e. Reimburse the government for all supplies and equipment lost, damaged, or destroyed by replacement in kind, statement of charges, cash collection voucher, or on a Report of Survey upon finding of liability.
- f. Report to the supervisor immediately any theft or break-in of any area or storage container.
- g. Conduct inventories/updates of property accounting records as explained in AR 710-2.
- h. Obtain clearance from supply and all other persons or activities that have issued property to the Hand Receipt Holder before departure from activity.
- i. Report to the supervisor any circumstances that make securing property from loss or theft impossible. Failure to report such circumstances could be reason to charge the Hand Receipt Holder for any property lost, damaged or destroyed because of failure to make the facts known.

## APPENDIX B

## COMPLETE AND ADEQUATE DESCRIPTIONS FOR LOCAL PURCHASE

1. Assist the buying personnel at the Installation Support Division (ISD), USACC Acquisition Management and Contracting Activity (AMCA), in trying to determine exactly what you want, and it also delays delivery of your requirement(s).
2. Many items are purchased from the manufacturer at a higher cost and increased delivery time instead of being purchased from local vendors.
3. Only you, the requisitioner know exactly what item(s) you need to perform your mission, therefore, it is your responsibility to provide the most complete item description possible. When you complete your request, review it carefully and ask yourself, "Can I buy this item with the description I have provided?" If you can't, chances are that the AMCA buyer can't either.
4. Complete/Adequate item description should, as a minimum, contain the following information:
  - a. Noun: (e.g., tube)
  - b. Salient characteristics: (e.g., electronic, power)
  - c. Manufacturer: (e.g., RCA)
  - d. Part number: (e.g., 452-12)
  - e. End item (when applicable): (e.g., Borg-Warner oscilloscope)
  - f. Model number of end item (when applicable): (e.g., Model A26081)
  - g. Catalog name or number or technical manual, etc., (if applicable): RCA Catalog

101

NOTE: The complete item description would then be: Tube, Electronic, Power, RCRA Part Number 452-12, for Borg-Warner Oscilloscope, Model A26081, listed in RCA Catalog 101.

5. Not everything can be identified completely/adequately as the item above. Some other examples are as follows:

a. Shoes, basketball, cloth, white, size 11EE, 6 eyelets, with blue laces, black trim on toe, heel and sole, Adidas Model 22 or equal. NOTE: When you cite a particular manufacturer's part/model number OR EQUAL, as above, this is not considered sole source.

b. Tread, stair, hardwood (oak), nosed and sanded, natural unfinished, 1 1/16" T. x 11 1/2" W. x 4' L.

c. Motor, electric, 1/4 HP, 3000 RPM, 115 V, 1 PH, 1.70 AMP, C-frame. For Carrier Air Conditioner, Model 25. Do not substitute. Item must match existing equipment.

d. Bolt, hexhed, aluminum, 3/4" L. x 1/4" DIA., 32 threads. Used for securing aluminum angle bracing. NOTE: When ordering hardware (e.g., nuts, bolts, washers, screws, etc.) include the grade of the materiel if you know what it is.

6. If the publication (catalog, brochure, etc.) has a lengthy description, attach a copy of the page that describes the item. If you can't find the descriptive data on an item, but you have a sample, submit the sample with the request. Ensure that the sample is clean.

7. Use of brand names or sole source descriptions should be avoided as much as possible, as these descriptions do not allow for the purchase of an equal item or a substitute item. The following definitions are provided for your information and use:

a. Brand Name or Equal: A "brand name or equal" specification describes the items required by brand name, make or model number, and their appropriate descriptive data. This information allows vendors the opportunity to offer the specified item or items other than that specified by brand name if such other items will meet the requirements of the requesting (user) activity in essentially the same manner as the specified brand name. This type specification should be used as much as possible. Sample description above is representative of the use of this specification.

b. Sole Source: A "Sole source" specification should be used only when it has been determined that only a specific item will meet the requirements of the requesting activity. This type of specification becomes totally restrictive to the specific item. This does not allow the AMCA buyer to obtain competitive quotations on the item required. If this type of specification must be used, a letter signed by the Property Book Officer or the Commander, which fully justifies the use of "sole source", must be forwarded with the requisition.

8. All requests for local purchase must be legible and identify the item(s) required by:
  - a. National Stock Number (NSN)
  - b. Manufacturer's name or code and part number
  - c. In addition to "a" and "b" above, the stock class should be listed. Stock classes can be found in SB 708-21, Federal Supply Classification, Groups and Classes (Handbook H2-1).
9. Those items that have a National Stock Number (NSN) and appear on the Army Master Data File (AMDF) with an Acquisition Advice Code (AAC) of K, L, or I, are local purchase items.
10. If you are unable to locate item descriptions within your available resources, the Editing Section, Supply and Services Division, located at Building 22216, upstairs, north end, has a library of catalogs available for your use.
11. Additionally, the Installation Support Division, AMCA, located at Building 22216, downstairs, north end, also has a library of catalogs available for your use. Also, AMCA buying personnel are at your service and are ready to render assistance as necessary. This should not be construed that the buyers will do your work for you. They will try to help with complete adequate descriptions of the item(s) when possible.
12. Requests submitted for local purchase, which don't have complete/adequate descriptions, will be returned to the unit without action.